

OFFICE OF THE ILLINOIS ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, February 28, 2018

The Procurement Policy and Compliance Monitoring Board met in public session on **Wednesday, February 28, 2018** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (4):

Springfield: Pam Blackorby, present
Tad Huskey, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary
Lisa Hennelly

Approval of minutes from the meeting held on January 24, 2018 PPCMB meeting

Karla Schreiber, Chairperson asked the Board to review and approve the **January 24, 2018** Procurement Policy Compliance and Monitoring Board (PPCMB) meeting minutes. Sam Dorger moved and Pam Blackorby seconded the motion and by unanimous vote the minutes from the meeting held on the **January 24, 2018** were approved.

The motion carried on the following voice vote:

Yeas: Karla Schreiber, Pam Blackorby, Sam Dorger and Tad Huskey

Old Business

Karla Schreiber, Chairperson asked if there was any old business to report. No comments were received.

New Business

Purchase of Cisco Solid State Drives, SMARTnet Service and Malware

Rocco LaSalvia, SPO, explained, the Chief Technology Officer submitted a request to purchase four (4) Cisco Solid State Drives to upgrade the existing Cisco Firewall with SMARTnet service. This request includes the purchase of Cisco ASA with FirePOWER Services IPS for Advanced Malware and URL Protection. This purchase will upgrade the capacity to protect the network from external sources.

This purchase can be made under the CMS Master Contract #7891190, awarded to CDW-G. Office Services will execute a purchase order with CDW-G in the amount of \$21,909.60

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Evidence Tracking and Asset Management Software Contract

Rocco LaSalvia, SPO, explained, the Chief Technology Officer submitted a request to renew the annual maintenance for FileOnQ Evidence Tracking/Asset Management Systems. The maintenance period is from May 1, 2018 through April 30, 2019.

Rocco further explained, File OnQ software provides a strong evidence tracking solution that allows customizations to fit existing workflows, adapt existing forms, images, files and provide a strong chain of custody record. File OnQ also provides the software necessary to track our equipment/property movement. The software that drives these systems is proprietary, only File OnQ can provide software maintenance and support.

Office Services will secure a contract with File OnQ in the amount of \$10,230.00 for software maintenance and support.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Microsoft Enterprise Software Annual Maintenance

Rocco LaSalvia, SPO, explained, the Chief Technology Officer submitted a request to secure annual maintenance for the Microsoft Enterprise Software Products. This maintenance will be procured through CDW-G, an authorized Microsoft reseller under a CMS Master Contract #6945110. Microsoft products are the backbone of the network; therefore the Office must secure this maintenance in order to properly support the network infrastructure.

The current master contract between CMS and CDW-G will expire on September 30, 2019. Office Services will execute a purchase order with CDW-G. The total cost for this maintenance renewal is \$308,748.21.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Purchase of Kodak Scanner and Maintenance

Rocco LaSalvia, SPO, explained, the Chief Technology Officer requested the purchase of four (4) Kodak i3400 Scanners, including warranty/maintenance and preventive maintenance kits. The Office will place these scanners in Consumer, Charitable Trust, Accounting and the Metro East Regional Office.

Office Services was able to secure cost information from the following reseller sources: Connection Public Sector Solutions, Daly, and Supplies Unlimited. Based on the cost information received, Office Services will execute a contract with Connections Public Sector Solutions, the vendor that provided the lowest cost of \$18,958.20.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Purchase of HP LaserJet Printers

Rocco LaSalvia, SPO, explained, the Chief Technology Officer submitted a request to purchase six (6) HP LaserJet Enterprise 600 Series Printers and two (2) HP LaserJet Pro 400 Series Printers to replace existing printers that are no longer functioning.

Office Services secured cost information from SHI, Connection Public Sector Solutions, Daly, and Buy Smart, LLC. Office Services will execute a purchase order with SHI, the vendor that provided the lowest purchase price of \$9,798.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by The Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger, Tad Huskey and Pam Blackorby

The meeting adjourned at 2:06 p.m.